

Office of Policy and Management JOB OPPORTUNITY Fiscal Administrative Manager-1 Office of Finance

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 102228

Hours: 8:00 a.m. to 5:00 p.m.

Salary: \$85,099

Closing Date: Applications must be received by close of business June 29, 2012 (5:00 p.m.)

Duties Include:

The State's health and human services agencies make over \$1.4 billion in annual payments associated with approximately 1,600 non-profit health and human service purchase of service (POS) contracts having a multi-year value of almost \$4.9 billion. According to Connecticut General Statutes, the Secretary of OPM shall establish uniform policies and procedures for obtaining, managing and evaluating the quality and cost effectiveness of these health and human services purchased from non-profit community providers. This position is responsible for developing, maintaining and working with state agencies to implement POS standards in areas such as contracting, rate setting, financial and programmatic reporting, payment, accounting, budgeting, auditing and other fiscal and administrative policies and procedures.

In addition to POS, the state spends almost \$380 million per year on Personal Service Agreements, with a majority of these expenditures involving agreements that OPM must approve and for which OPM, through this position, sets the contract standards as required Connecticut General Statutes.

Eligibility Requirement:

Candidates must have applied for and passed the FAM-1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

Office of Policy and Management 450 Capitol Avenue, MS# 55 ADM Hartford, CT 06106 uma.arun@ct.gov

Please do not include your Social Security Number on the application.